

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
April 15, 2010  
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Commissioner, was excused; and Ms Fields, Executive Director.

The meeting was called to order at 8:12 a.m. by the Chairperson.

**MINUTES**

The Chairperson declared the acceptance of the minutes of the March 18, 2010 Regular Meeting without objection.

**COMMENTS FROM THE PUBLIC**

None

**COMMUNICATIONS**

Ms Fields received and responded to a Complaint filed with the Commission on Human Rights and Opportunities (CHRO) by Barbara Rychling pursuant to the Board's response to her request for a reasonable accommodation for a reserved parking space no further than 60 feet from her door. In Ms Fields response to CHRO, she offered Ms Rychling a unit within 25 feet of the tenant parking area. Ms Rychling refused the unit. CHRO sent a representative out to assess the situation. Ms. Fields agreed in principle with the CHRO representative to provide Ms Rychling with 1) a "Reserved Parking" sign, 2) the ability to parking for no longer than 15 minutes in front of the gate to unload packages and 3) to offer Ms Rychling an option to lease a unit, when available, which meets all of the following criteria (as requested by Ms. Rychling through her CHRO representative): (a) Unit 801 or any unit in the 900's;(b) located no further that 60 feet from her door to the parking area; (c) is a "double" unit; and (d) has a bathtub. The CHRO representative agreed to send a draft written agreement to Ms. Fields. The Board requested that part of the agreement include that Mr Rychling's vehicle be towed if she leaves it in front of the gate for more than 15 minutes.

The auditors will be here on May 12th and 13th to perform the annual audit. The finance committee meeting on the May 13th will be moved to the Knop Shop.

Ms Fields received the certificate of appointments from the Town of Mansfield for Mr. Long and Mr. Simonsen. Their terms have been extended through October 31, 2014.

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Ms Hall and seconded by Mr. Eddy to accept the March 2010 Bills. Motion approved unanimously.

### **Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the January and February 2010 Financial Reports. Motion approved unanimously.

### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the March 2010 Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE Resident Advisory Committee**

Mr. Eddy stated that he had nothing new to report at this time.

### **COMMITTEE REPORTS**

#### **Finance Committee**

Mr. Simonsen summarized the items discussed at the last Finance Committee meeting stating that the committee would like to change the reporting of reserves from monthly to quarterly and schedule a finance meeting in the next couple of months that can be attended by all Board members to create a three to five year business plan. Mr Simonsen also suggested that the Board develop specific financial policies to secure the Housing Authority's financial position over the next decades.

### **UNFINISHED BUSINESS**

#### **Storage at Holinko Estates**

After reviewing the storage area and talking with Mr. Raiola (Town of Mansfield Deputy Fire Marshall) last month, the Board discussed a new storage unit policy for Holinko Estates. Pursuant to the discussion, Ms Fields will email a preliminary draft of the policy to Board members for review and comment and then to Mr. Raiola for comment. The Board expects to approve a formally policy at the next Regular Meeting.

#### **DECD Weatherization Program**

Ms Fields met with Raymond Mack from CL&P and Mike Bernier from Access Agency on April 6, 2010 to review the program. Mr. Mack explained the program as having three parts. First the audit team will come out and assess the property and each tenant for income qualification. The Access Agency will be responsible for the audit. Second a Work Team will come out and perform the work and third the work will be inspected upon completion of the work. All work will be approved by the Housing Authority. DECD is still waiting for a green light from the Department of Energy regarding some of the heating renovation work and until the approvals are granted that work cannot be started. Because we are close to the top of list of Housing Authorities, CL&P/Access Agency expects that the work could be completed in the September/October 2010 time frame.

### **Unoccupied Unit Policy Revision**

A motion was made by Ms Hall and seconded by Mr. Eddy to rescind the Unoccupied Unit Policy established in at the last Regular Meeting. Motion passed unanimously.

### **Unoccupied Unit Policy**

A Tenant must reside and occupy his/her leased unit. In the event a tenant has not occupied the unit for any reason for six months in any 12 month period the lease will terminate. Any exceptions to the policy must be approved by the Board of Commissioners.

Mr. Loyzim is excluded from this policy only for the purpose of vacationing at his "camp" during the months of March through November due to his longstanding practice prior to this policy being approved.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the Unoccupied Unit Policy as stated above. Motion passed unanimously.

### **Update – Solar Project**

Ms Fields received a contract for the Grant Agreement by and between the Housing Authority of the Town of Mansfield and Connecticut Innovations, Incorporated, acting solely as the administrator of the Connecticut Clean Energy Fund. The agreement provides the Housing Authority with a grant for \$69,825 for the photovoltaic project to be installed at Wright Village and the Housing Authority office. Ms Fields is currently reviewing the contract and will contact Sunlight Solar for information on the next steps.

### **NEW BUSINESS**

None

### **OTHER BUSINESS**

None

### **ADJOURNMENT**

The Chairperson declared the meeting adjourned at 9:39 a.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson